

3rd & final draft

REGULATION

Revision

LANGUAGE DEVELOPMENT PROGRAM

25X1A

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1. POLICIES

a. GENERAL

The Language Development Program has been established to develop necessary skills in those foreign languages that are required for the discharge of the responsibilities of the Agency. The program calls for the determination of requirements for foreign language competence, the administration of proficiency tests and maintenance of personnel records pertinent to language development, and for training Agency personnel to meet established requirements. It also provides monetary awards as incentives for the achievement and maintenance of useful foreign language skills.

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b. REQUIREMENTS

The language requirements of the Agency, as established by the Deputy Directors, will constitute the goals toward which the efforts of all those responsible for language development will be directed.

c. TESTING AND RECORDS

- (1) Staff personnel who have claimed any degree of knowledge of a foreign language are required to have their proficiency evaluated through Agency tests. The results of these tests will form a current inventory of language skills to assist in determining position assignments and for other career planning and personnel management purposes.
- (2) New staff employees of the Agency who claim knowledge of a foreign language will be given appropriate language tests when they enter on duty.
- (3) Applications from staff personnel for foreign language training must be supported by language aptitude or proficiency tests, as appropriate. Personnel enrolled in language training will also be given Agency proficiency tests at the conclusion of such training.

d. LANGUAGE TRAINING

- (1) Language proficiency may be acquired and maintained by staff personnel at headquarters and field stations through directed or voluntary study at internal or external facilities.

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(a) Directed Language Training:

Language training deemed essential by the Head of a Career Service or Operating Official and directed as an official duty assignment.

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(b) Voluntary Language Training:

Language training undertaken by the individual on off-duty time. Such training may be sponsored by the Agency if recommended by the Head of a Career Service or an Operating Official as being potentially useful to the Agency.

(2) Language training will be provided to staff personnel upon recommendation by appropriate Operating Officials and upon acceptance for enrollment by the Director of Training for any of the following purposes:

- (a) To meet established requirements of current or projected assignments.**
- (b) To increase the level of a previously acquired proficiency, where this is deemed useful to the Agency.**
- (c) To acquire proficiency in unusual or difficult languages which may be of long-term interest to the Agency.**

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e. AWARDS

Language awards are monetary benefits granted to staff personnel in recognition of their achievement or maintenance of proficiency in designated languages (see Table 2) which they may be expected to use in current or possible future assignments. Personnel who have demonstrated requisite levels of language skill through Agency proficiency tests will be eligible for awards upon recommendation of their Career Service Boards or Operating Officials, as appropriate.

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2. RESPONSIBILITIES

a. DEPUTY DIRECTORS

The Deputy Directors will:

- (1) Determine their current and projected requirements for language competence for the full discharge of their responsibilities.
- (2) Take necessary steps, including implementing procedures and controls, to assure the continuing attainment and retention of foreign language proficiency by staff personnel under their jurisdiction.

b. HEADS OF CAREER SERVICES AND OPERATING OFFICIALS

Heads of Career Services and Operating Officials will implement the policies stated herein and will direct or encourage employees

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to engage in language study which will assist in the discharge of their duties and further the mission of the Agency. In addition, Heads of Career Services or Operating Officials, as appropriate, will be responsible for recommending action on applications for Language Awards submitted by their staff personnel. Recommendations will be based on determinations that the language skills are of current or potential usefulness and that the provisions of paragraph 3 b do not preclude awards.

c. DIRECTOR OF PERSONNEL

The Director of Personnel, with the assistance of the Director of Training, will maintain a current inventory of the language competences of staff personnel. The inventory will reflect the results of the Agency's standard language proficiency tests conducted by the Office of Training or, pending testing, the self-evaluations on Form No. 444c, Language Data Record.

d. DIRECTOR OF TRAINING

The Director of Training will:

- (1) Exercise general direction of the Language Development Program.

He will request assistance from the Committee for Language

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Development. The Committee will consist of one representative each from the Offices of the Deputy Directors (Intelligence), (Plans), and (Support), and the Offices of Personnel and Training. The representative of the Office of Training will be the Chairman of the Committee. The Director of Training will supply the secretariat for the Committee. The Committee will recommend and review periodically policies, procedures, and other matters affecting the Language Development Program, including language awards.

- (2) Provide all reasonable opportunity, within current capabilities, for directed and voluntary language study in approved courses and programs.**
- (3) Establish and administer standards, including language aptitude tests, for approval of directed and voluntary language training sponsored by the Agency.**
- (4) Develop, schedule, and conduct language aptitude and language proficiency tests and notify staff personnel through normal supervisory channels of results of aptitude and proficiency tests.**
- (5) Designate languages which are awardable (see Table 2) and administer the granting of Achievement and Maintenance Awards.**

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- (6) Publish, or prepare for publication, material that may be required to implement the Language Development Program.

3. ADMINISTRATION OF LANGUAGE AWARDS

a. LANGUAGE AWARDS ARE OF TWO TYPES:

- (1) Achievement Awards, which are granted for achieving for the first time a designated level and type of proficiency in awardable languages.
- (a) Achievement Awards are granted for specialized and comprehensive proficiency at elementary, intermediate and high levels.
- (b) An Achievement Award may be earned only once for each awardable type and level of proficiency in any one language.
- (c) Amounts paid for Achievement Awards are explained in Table 1.
- (d) The total amount for a series of Achievement Awards in a language will not exceed the sum of the amounts specified for each level of comprehensive proficiency in that language.
- (e) The awardable level for comprehensive proficiency in a language is the lowest level achieved in tests in reading, writing, or speaking.

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- (f) An award will be granted for only one specialized proficiency, reading or speaking, in a language at any one level.
- (2) Maintenance Awards, which are granted annually for retaining an awardable level of proficiency in designated languages.
 - (a) Maintenance Awards will be paid for specialized and comprehensive proficiency at the intermediate and high levels.
 - (b) Amounts paid for Maintenance Awards are shown in Table 1.
 - (c) The awardable level for comprehensive proficiency in a language is the lowest level achieved in reading, writing or speaking.
 - (d) An award will be granted for only one specialized proficiency, reading or speaking, in a language at any one time.
 - (e) A Maintenance Award may be earned no more than five times at any one level of proficiency in a designated language and no more than ten times for any combination of levels of proficiency in that language.
 - (f) Tests for Maintenance Awards should be taken between the tenth and fourteenth months following the maintenance

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date established by a previous test or by completion of a Form 444c. Tests taken before ten months of the maintenance period have elapsed are not valid for awards purposes. Tests taken after more than 14 months have elapsed will result in the establishment of new anniversary dates for awards purposes. However, if a field tour delays proficiency testing, anniversary dates will not be changed and retroactive payments will be made.

b. EXCLUSIONS

- (1) Achievement Awards will not be granted:
 - (a) For language proficiency possessed by the individual on 4 February 1957.
 - (b) For language proficiency possessed by the individual when entering on duty after 4 February 1957.
 - (c) To interpreters, translators, radio monitors or language instructors for proficiency in languages essential to their current assignments.
- (2) Maintenance Awards will not be granted:
 - (a) For proficiency acquired by the individual prior to employment through family association or residence abroad and which can be maintained without appreciable outside effort.

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- (b) For proficiency maintained by the individual through assignment as an interpreter, translator, radio monitor or language instructor.
- (3) Except for interpreters, translators, radio monitors and language instructors, persons excluded from awards by provisions of paragraph 3 b above may qualify for Achievement and Maintenance Awards by increasing proficiency to a higher awardable level or by attaining eligibility in other awardable languages. Interpreters, translators, radio monitors and language instructors may qualify for Achievement and Maintenance Awards in languages other than those essential to their current assignments.
- (4) All staff personnel may be considered for awards except those who, when eligible to do so, have not applied for membership in the CIA Career Staff or those whose membership in the CIA Career Staff has been deferred or denied by the CIA Selection Board.

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SCHEDULE OF AWARDS

EFFECTIVE DATE: The Schedule of Awards shown below will become effective 1 July 1960. However, applications for Achievement Awards submitted to the Office of Training before that date which are awaiting testing or other action will be processed according to the Schedule of Awards published 8 December 1958.

Amounts for Achievement Awards, as listed, are payable for voluntary training. Achievement Awards for directed training are one-half the amount stated, except that no award will be less than \$25.00. Total awards for achievement at any one level of proficiency will not exceed the amount designated for comprehensive proficiency at that level.

Maintenance Awards are paid as listed.

| PROFICIENCY (Type) PROFICIENCY (Level) | SPECIALIZED | | | COMPREHENSIVE | | |
|---|----------------------|-------|------|---------------|-------|------|
| | ELEM | INTER | HIGH | ELEM | INTER | HIGH |
| GROUP I LANGUAGES | | | | | | |
| Achievement | 25 | 50 | 100 | 50 | 100 | 200 |
| Maintenance | 0 | 25 | 50 | 0 | 50 | 100 |
| GROUP II LANGUAGES | | | | | | |
| Achievement | 50 | 100 | 200 | 100 | 200 | 400 |
| Maintenance | 0 | 50 | 100 | 0 | 100 | 200 |
| GROUP III LANGUAGES | | | | | | |
| | READING ONLY | | | | | |
| Achievement | 100 | 200 | 400 | 150 | 300 | 600 |
| Maintenance | 0 | 100 | 200 | 0 | 150 | 300 |
| | SPEAKING ONLY | | | | | |
| Achievement | 50 | 100 | 200 | | | |
| Maintenance | 0 | 50 | 100 | | | |

Table 1

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AWARDABLE LANGUAGES

| Group I | | Group II | | Group III |
|------------|-----------|------------|----------------|-----------|
| Afrikaans | Albanian | Hausa | Russian | Chinese |
| Danish | Amharic | Hindi | Serbo-Croatian | Japanese |
| Dutch | Arabic | Hungarian | Sinhalese | Korean |
| French | Armenian | Icelandic | Swahili | |
| German | Bengali | Indonesian | Tagalog | |
| Italian | Bulgarian | Laotian | Thai | |
| Norwegian | Burmese | Lithuanian | Tibetan | |
| Portuguese | Cambodian | Malay | Turkish | |
| Romanian | Czech | Nepali | Ukrainian | |
| Spanish | Finnish | Pashto | Urdu | |
| Swedish | Georgian | Persian | Vietnamese | |
| | Greek | Polish | | |

Awards are also granted in other languages learned through directed study.

Table 2
